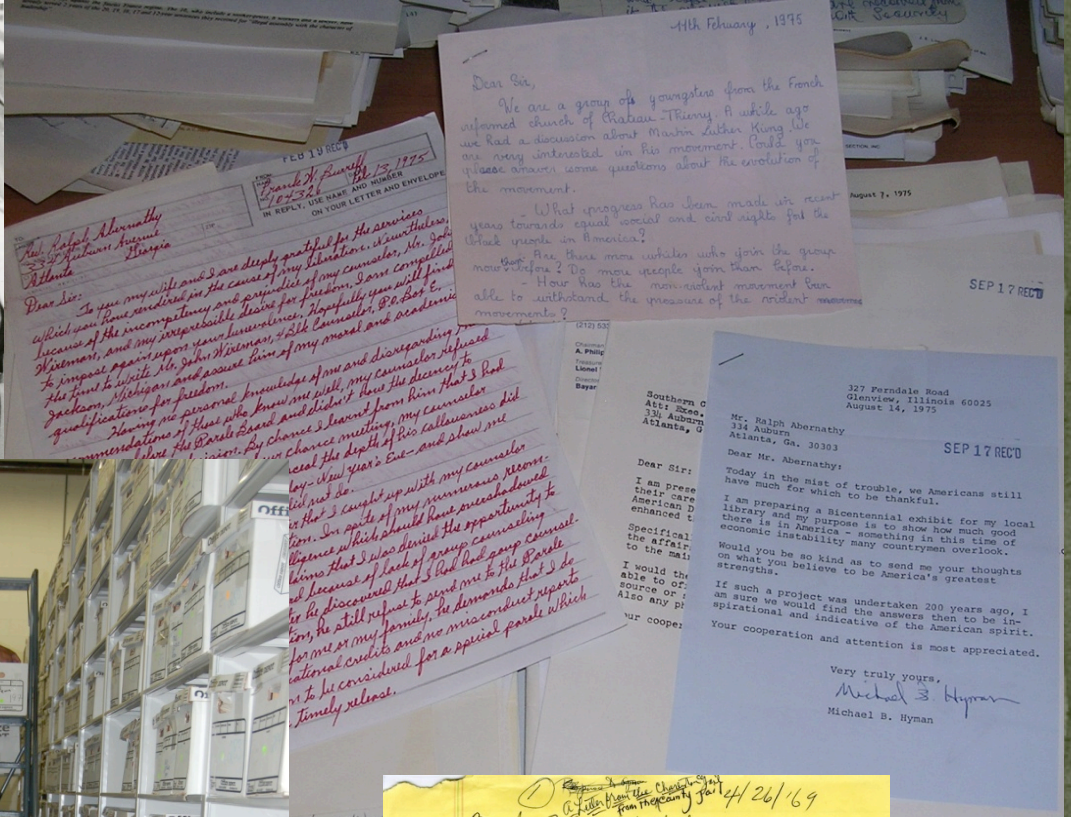
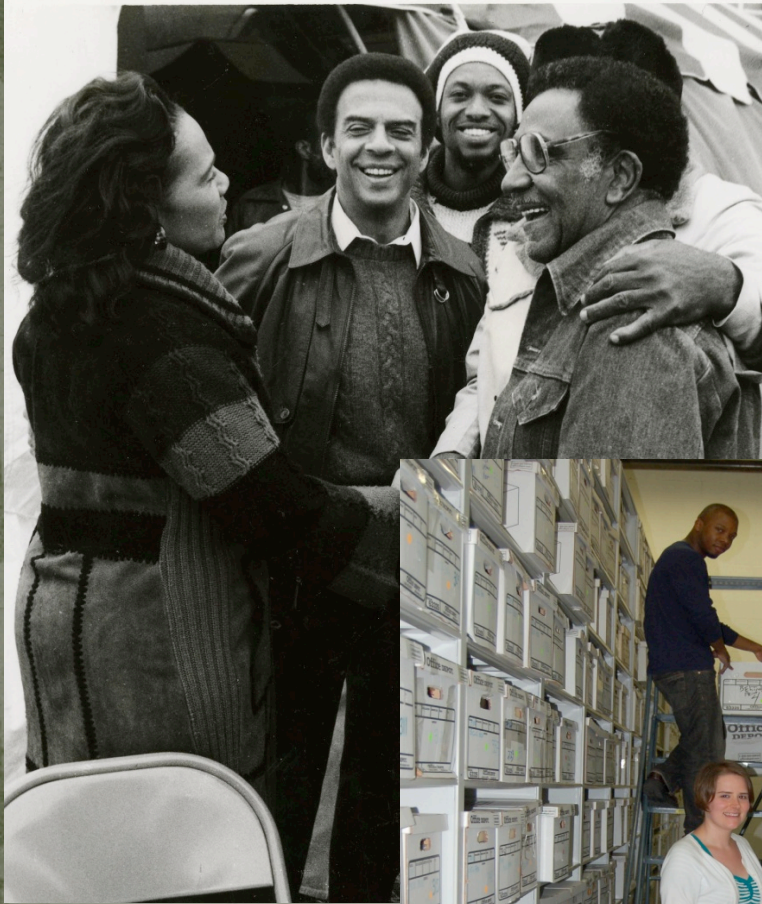


Managing the Southern Christian Leadership  
Conference Records Processing Project:  
Team Processing, Work Plans and Action  
Plans

---

Sarah Quigley, Project Archivist  
Manuscript, Archives and Rare Book Library  
(MARBL)  
Emory University





①  
 My dear friend(s) of Charleston:  
 Sitting here in a cell of the Charleston County Jail of the State of Carolina, I am moved to write you a letter. I am writing you not because I am idle and just trying to find something to do, for there is much to be done. I could be sleeping, trying to catch up on some much needed rest, for ever since the assassination of my dear friend and best associate, Dr. Martin Luther King, Jr. on April 4, 1968, I have never been a year ago, I have not found the time or the peace of mind to sleep more than 4 or 5 hours per day. Also, I could be dreaming new and creative ideas and making new programs to win freedom and justice to all Americans. There is still much work to be done on the 2nd Chapter of the Poor People's Campaign which will be celebrated here on Mother's Day with a March in Washington, D.C. and the 100th Anniversary with the opening of the movement, leaders of both the United States and a Conference with the President of the U.S.A. when we hope to place 9 demands before the President which will put an end to hunger, unemployment and



# Inventory Form

MANUSCRIPT ARCHIVES AND RARE BOOK LIBRARY  
EMORY UNIVERSITY

## ARCHIVAL COLLECTION INVENTORY

Collection Number:	Title Statement:	Box Number:
MSS 1083	Southern Christian Leadership Conference records	

Name:

### Box description (check all that apply):

#### Office or Department of Origin

- Board of Directors
- Branch office files
  - o Branch:
- Citizenship Education Program
- Conflict Resolution records
- Department of Chapters and Affiliates
- Department of Direct Action
- Department of Finance
- Department of Public Relations and Marketing /Communications
- Department of Technology and Special Projects
- Department of Youth and Community Outreach/Student Affairs
- Executive Director
- Facilities and Operations records
- MLK Speaks
- Office of the Chief Operating Officer
- Office of Programs and Administration
- President
  - o Abemathy
  - o Lowery
  - o King, III
  - o Shuttlesworth
- President's Executive Assistant
- President's Personal Assistant
- SCLC Women
- Southern Christian Leadership Foundation
- Other, SCLC
  - o Name:
- Other, non-SCLC
  - o Name:

#### Record Type

- Individual staff member files (when office or department is unclear)
  - o Name:
- Case files
- Personnel records
- Donor/membership records
- Subject files
- Photographs and negatives
- Digital media
  - o Compact discs
  - o Floppy discs
  - o Other:
- Audio/visual
  - o Cassette tapes
  - o Motion picture film
  - o Reel to reel
  - o VHS tapes
  - o Vinyl Records
  - o Other:
- Printed material, SCLC
- Printed material, other
- Ephemera
  - o Type:
- Other

Dates:

### Materials are arranged in:

- No order
- Alphabetical order
- Chronological order

### File folders:

- No folders
- Handwritten labels
- Typed labels

### Preservation concerns:

- None
- Moldy
- Significant tearing
- Water damage
- Vinegar syndrome
- Other:

Notes:

# Work Plan: Collection Analysis

EMORY UNIVERSITY  
MANUSCRIPT, ARCHIVES, AND RARE BOOK LIBRARY  
ARRANGEMENT AND DESCRIPTION WORK PLAN

➤ COLLECTION-LEVEL ANALYSIS

**Collection number:** MSS1083

**Creator:** Southern Christian Leadership Conference

**Title statement:** Southern Christian Leadership Conference records

**Date span:** ca. 1958-2004 (bulk 1968-1997) **Extent:** 1090 linear ft. (1079 boxes)

**Collection history:**

(06/08/09) The Southern Christian Leadership Conference (SCLC) records were purchased in two groups; the first, in 2007, was the largest and consisted of 966 boxes. The second purchase was made a year later and consisted of 71 boxes. The majority of the collection documents the organization's two longest serving presidents, Ralph David Abernathy and Joseph E. Lowery. The collection was stored for a time at the Atlanta History Center, and AHC staff boxed and inventoried a significant portion of the collection. The records appear to be grouped by record function (public relations, financial, presidential, etc.). However, 250 boxes are labeled "loose files" or "print room" (materials scooped off the print room floor) and will require further examination to determine the nature and content of the materials. The collection also contained over 90 boxes of *SCLC Magazine* from which duplicates have already been removed. The second accession also contained 26 boxes of subject files for which a box list is being typed.

This is a split collection. Pre-1968 records are part of the holdings of the King Library and Archives at the Martin Luther King, Jr. Center for Nonviolent Social Change.

As per the purchase agreement, Emory University retains all rights to the collection save copyright. Emory will refer all explicit requests to publish materials from the collection to SCLC, but is not responsible for determining researcher intent. Further, appraisers located in the collection one letter signed by Martin Luther King, Jr. If any subsequent letters are discovered, those letters must be appraised. Finally, the president of SCLC, or his designee, is entitled to access to the collection prior to or during processing.

According to notes taken during the appraisal of the collection, boxes 207, 479 and 503 from the first accession contained water damaged materials. Two additional boxes from the first accession, 368 and 369, contain water damaged and moldy materials. These two boxes were transferred from the storage library to MARBL on June 03, 2009 for examination and treatment. In addition, the boxes comprising the second accession were significantly water damaged when rain leaked into the Atlanta History Center building during storms in 2008. Moldy materials have been removed from those boxes and treated.

The collection will be processed as part of a collaborative CLIR grant. Other institutions participating in the grant are the Auburn Avenue Research Library, the Atlanta University Center and the Amistad Research Center.

**Restrictions:**

Yes  No

**Comments:**

There are no donor imposed restrictions on this collection; however, further investigation may uncover materials with privacy issues (personnel and donor records, for example).

**Disposition of duplicates/unwanted material:**

Return to donor  Shred

**Comments:**

Disposition of duplicates and unwanted material is at the discretion of MARBL staff.

**ARRANGEMENT:**

(06/08/09) The first step in arranging this collection will be to conduct a more sophisticated and detailed inventory to determine exact series. However, initial plans are to retain functional groupings wherever possible. Additional series for photographs, printed material, and audio/visual material will be added.

Minimal processing standards will be applied to this collection and arrangement will occur at the highest level possible. Some portions of the collection will be arranged at the sub-series/folder level, however, there are no plans to conduct item level arrangement. Metal fasteners will not be removed except in instances where they are causing damage to the paper. Preservation copying of newsprint will not occur, and only the most damaged materials will be sleeved and photocopied. Decisions regarding whether or not photographs will be sleeved and removed from their original locations are yet to be made. In order to protect the materials from researcher wear and tear, folded items will be unfolded.

(09/10/09) Records for SCLC/WOMEN were removed and reacquisitioned as a separate collection in July. On August 31, we began the first sort of the remaining SCLC records.

(09/15/09) Much of the collection is currently unsorted and disorganized, and will require some item level arrangement.

(03/17/10) After some discussion with Laura Carroll and serious thought about a rubric for choosing which oversize papers to separate/remove, Sarah decided that no newsprint will be removed from its original location. Initially, the thought was to remove oversize clippings/papers directly about or relevant to SCLC. However, given the size of the collection,



# Work Plan: Arrangement Draft

Multiple series?  Yes  No

The series in this collection will be (circa September 2009):

- Office of the Administrator
  - Albert E. Love
  - Randel Osburn
- Audio Visual
- Board of Directors
- Office of Student Affairs
- Chapters and Affiliates
  - C. T. Vivian
  - Fred Taylor
  - Randel Osburn
- Communications/Office of Information/Public Relations
- Digital Electronic records
- Direct Action
- Ephemera/artifacts
- Executive Director
- Financial
- Legal Counsel
- MLK Speaks
- Photographs
- Presidents
  - Martin Luther King, Jr.
  - Ralph David Abernathy
  - Joseph E. Lowery
  - Martin Luther King, III
  - Executive Assistant
  - Executive Vice President
  - Secretaries (?)
- Printed Material
- Programs
  - Citizenship Education Program
  - Wings of Hope
- Southern Christian Leadership Foundation

Series were changed slightly in October 2009. The arrangement is now:

- Board of Directors
- Office of the President
  - Martin Luther King, Jr.
  - Ralph David Abernathy
  - Joseph E. Lowery
  - Martin Luther King, III
  - Reports (added December 22, 2009)
- Office of the Executive Vice President
  - Ralph David Abernathy
  - Bernard S. Lee
- Office of the Executive Director and Administrator
  - Andrew Young
  - Stoney Cooks
  - William Rutherford
  - Hosea Williams
  - Albert E. Love
  - E. Randel T. Osburn
- Department of Chapters and Affiliates
  - C. T. Vivian
  - T. Y. Rogers
  - Fred Taylor
  - E. Randel T. Osburn
- Department of Communications/Public Relations
  - Records of the Director
  - Records of other staff (may not be necessary if these records are of little importance)
  - Publications
  - Annual convention
- Department of Direct Action
  - ~~Fred Taylor, Director~~ Administrative records
  - Case files
- Department of Student Affairs/Youth Outreach
- Programs
  - Citizenship Education Project
  - Poor People's Campaign (?)
  - Operation Breadbasket (?)
  - Wings of Hope Anti-Drug Program
  - Gun Buy-back Program
- MLK Speaks
- Office Manager
- Financial records
  - Ledgers
  - Reports
  - Donor records
- Legal records
  - Chauncey Eskridge
  - Roxanne Gregory
- Southern Christian Leadership Foundation
- Printed Material
- Photographs
- Audio/Visual
- Artifacts
- Digital/electronic records
- ~~Other organizations~~



# Work Plan: Series Analysis

## ➤ SERIES-LEVEL ANALYSIS

• **Series title:** Office of the President

• **Arrangement:**

**Current:**

- Alphabetical
- Chronological
- Numerical
- By record type
- Other: \_\_\_\_\_
- No arrangement

**Proposed:**

- Alphabetical
- Chronological
- Numerical
- By record type
- Other: \_\_\_\_\_

**Comments:** Arranged into 7 4 5 subseries

Martin Luther King, Jr.  
Ralph David Abernathy  
Joseph E. Lowery  
Martin Luther King, III  
Reports  
~~Executive Vice President~~  
~~Executive Assistant~~  
Secretaries

• **Proposed level of arrangement:**

- Collection level
- Box level
- Folder level
- Item level

**Comments:**

• **Proposed level of description:**

- Collection level
- Box level
- Folder level
- Item level

**Comments:**

• **Preservation concerns:** There are 7 boxes of moldy materials that eventually will need vacuuming.

• **Proposed preservation during processing:**

- Rebox
- Refolder
- Flattening
- Hardware removal
- Unbind postbinders/looseleaf notebooks

- Sleeve photographs
- Other:

• **Processing time:** 158 linear feet; 34 weeks (Sarah and one student) (Estimate based on volume of series prior to second sort.)

Following removal of misfiles, loose printed material (not attached to correspondence or included in subject files, etc.), and duplicates during the second sort, volume of this series was reduced to 91 linear feet.

**New estimated processing time: 91 linear feet; 30 weeks (Sarah)**

Sarah began King, Jr. and Abernathy October 15, 2009; finished December 22, 2009

Sarah began Lowery January 4, 2010; finished March 8, 2010

Sarah began King, III March 9, 2010; finished March 10, 2010

11/20/09: Progressing swiftly enough that no student will be assisting on this series.

• **Decisions:**

On October 13, 2009, Susan and Sarah decided that a subseries for secretaries was unnecessary and that the office of the Executive Vice President should have its own series. Since Bernard Lee was the only Executive Assistant for which we have records, his records for that time period will be included with the VP materials.

November 25, 2009: Susan and Sarah decided to reorganize the Abernathy correspondence from the original alphabetical arrangement to a chronological arrangement. This would keep all correspondence series in the collection consistently arranged, and would give the researcher a better overall picture of SCLC during a given period.

December 16, 2009: Sarah decided to remove all materials relevant to the Board of Directors and include them with the Board series. This includes reports, meetings minutes, and correspondence to or from Abernathy as a member of the Board. This DOES NOT include correspondence between Abernathy and members of the Board not relevant to the Board as a functioning body. Sarah also decided to keep convention planning files with the Abernathy subseries rather than artificially create a separate series for convention materials. Only reports to the Board and Abernathy speeches will be removed. The Board materials should be a cohesive series, whereas a decentralized arrangement of convention planning materials is not expected to present a challenge to researchers.

December 22, 2009: Sarah decided to add subseries for reports to keep them centralized and easily accessible.



# Work Plan: Processing Estimate

## ➤ ESTIMATED PROCESSING TIME

### **Processing Rate A** (40 hours per linear ft.)

*Used for collections that have to be described at the item or virtually at the item level, like autograph collections. Rarely used.*

### **Processing Rate B** (30 hours per linear ft.)

*Used for collections that have little or no arrangement and order. Different kinds of materials are mixed together, correspondence is unsorted or stored in original envelopes, some papers and correspondents are unidentified, and extensive preservation work may be required.*

### **Processing Rate C** (20 hours per linear ft.)

*Used for collections that have an average number of problems. Papers may have some order and sections of the collection may be properly sorted, although significant portions will have to be arranged and a good deal of interfiling work will have to be done. Most collections can be processed at this rate.*

### **Processing Rate D** (10 hours per linear ft.)

*Used for collections that have no significant organizational problems. A minimum amount of interfiling and reorganization is needed. The major portion of staff time will be expended on the basic work required for all collections: reboxing, refoldering, listing, and describing the contents of the papers. Records of organizations and collections that consist primarily of manuscripts of published works often fall into the D category.*

The degree of processing difficulty may also fall between two categories. Thus:

Processing rate A/B (35 hours per linear ft.)

Processing rate B/C (25 hours per linear ft.)

Processing rate C/D (15 hours per linear ft.)

Total processing time is determined by multiplying the estimated linear footage by the processing rate.

For example: 40 linear ft. x 20 hours per ft. = 800 hours  
800 hours divided by 20 hours a week = 40 weeks or 10 months

1100 linear ft. x 10 hours per ft. = 11000 hours  
3 student assistant will be working 36 hrs/week + Sarah will be working 30 hrs/week = 66 hrs/week total  
11000 hours / 36 hrs/week total worked = 167 weeks or 41 months







Questions?



Sarah Quigley  
Project Archivist, MARBL  
Emory University

[sarah.quigley@emory.edu](mailto:sarah.quigley@emory.edu)

404-712-7051